

School Improvement Grant

Michigan Electronic Grant System *Plus* (MEGS+)



User Guide to Submitting a SIG BUDGET

**School Improvement Support Unit
Office of Education Improvement and Innovation**

April 2015

Users' Guide for Submitting a School Improvement Grant (SIG) Budget

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Submitting a SIG Application

MEGS+ Requirements



MEGS+ System Requirements

Internet Access

Web Browser


- Internet Explorer 8 (preferred)
- Firefox 2.0+
- Safari 3.0+


Adobe Acrobat Reader 4.0+

To login to the MEG+ system go to

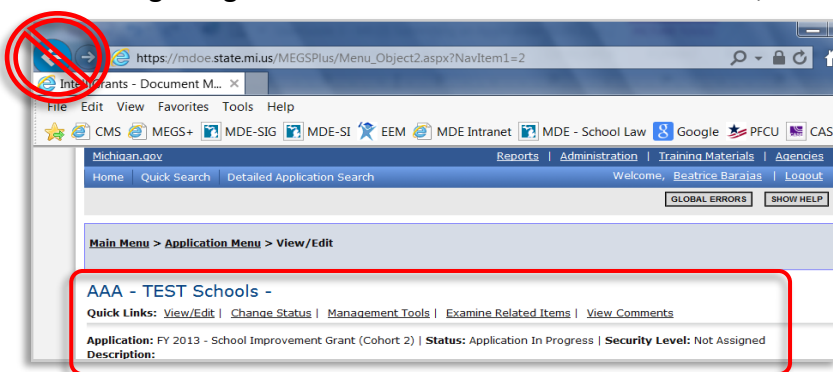
<https://mdoe.state.mi.us/megsplus>


Use the **Login** and **Password** obtained from the MEIS registration process to login.

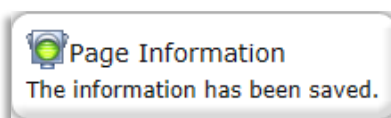
 You CANNOT log in to MEGS+ until your MEIS Account is established and activated. Your Authorized Official must then give you access to the application within MEGS+. If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

 **TIP:** Avoid the **Back** and **Forward** buttons in order to always see the latest information.

- It is highly recommended that users use the navigation provided within the application.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the screen.
- The browser's **Back** button will simply load the cached (or saved) version of the screen that exists on the local hard drive as it was the last time the screen was accessed.
- The **Quick Links** are recommended to navigate within MEGS+.



 **TIP:** When saving information, always wait for the icon indicating that the information has been saved before proceeding to the next task. A screen typically take several minutes to Save.



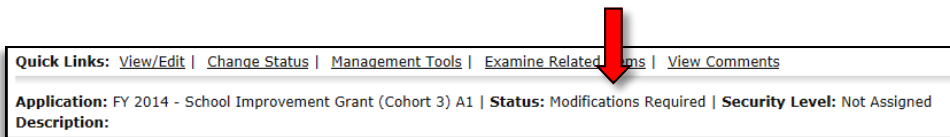
Submitting a SIG Budget

Budget Year 1 Status Requirements

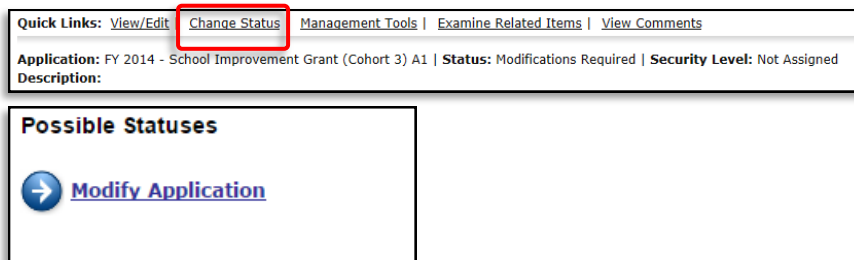
- To edit existing budget information for any year go to [Page 6](#)—Editing an Existing Budget.
- To initiate a biannual amendment to an existing budget go to [Page 7](#)—Biannual Amendment: Status Requirements.
- To initiate a budget for years 2-5 go to [Page 8](#)—Budget Years 2-5: Status Requirements.

Initiating Budget Year 1

Open the SIG application and determine the current status of the application. The application status can be found in the **Application** information just below the **Quick Links** menu. To enter budget information the application must be in **Modification in Progress** status.



- ⇒ If the application status is **Modifications in Progress** go to [Page 5](#)— Budget Year 1: Grant Selection, otherwise continue on this page.
- ⇒ If the application status is **Modification Required**, click the **Change Status** link, select **Modify Application** and then go to [Page 5](#)—Budget Year 1: Grant Selection , otherwise continue on this page.



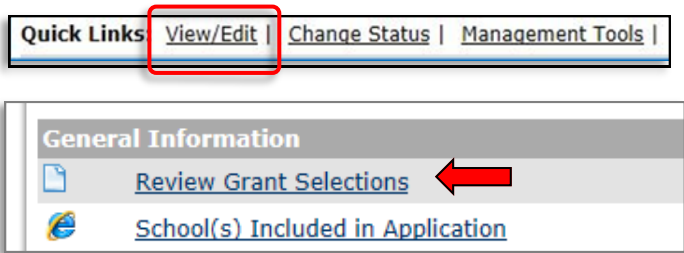
- ⇒ If the application is not in **Modification Required** or **Modifications in Progress** contact the School Improvement Support Unit for assistance. Contact information is located on the last page of this user guide.

Submitting a SIG Budget

Budget Year 1 Grant Selection

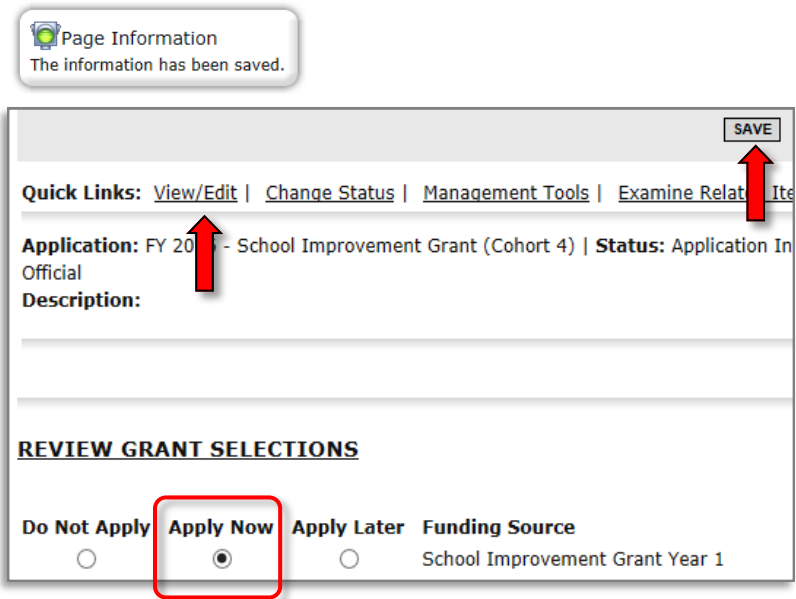
From the **View/Edit** screen, click **Review Grant Selections** to open the Grant Selection page.

The **Grant Selection** page is where you will indicate the grant fund year the district is currently submitting for a budget.



At the **Review Grant Selection** page, select the **Apply Now** radial button for the year 1 and click **SAVE**.

Verify the information has been saved before leaving this page, indicated by the icon at the top of the screen. This may take several minutes.



Go to **Page 10— School(s) Selection**

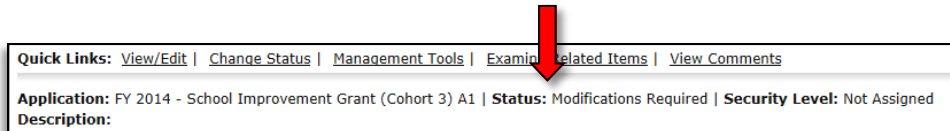
Submitting a SIG Budget

Edit an Existing Budget Status Requirements

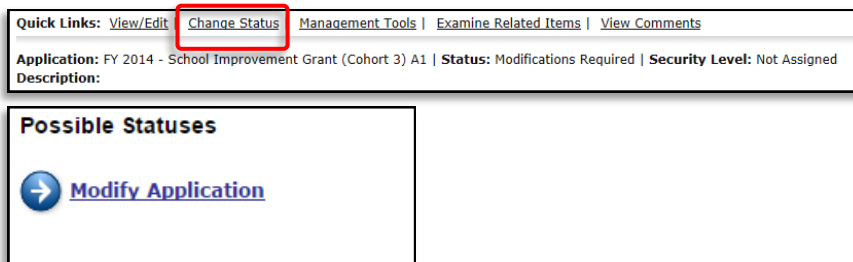
- To initiate budget for year 1 go to [Page 4—Budget 1: Status Requirements](#).
- To initiate a biannual amendment to an existing budget go to [Page 7—Biannual Amendment: Status Requirements](#).
- To initiate a budget for years 2-5 go to [Page 8—Budget Years 2-5: Status Requirements](#).

Editing an Existing Budget

Open the SIG application and determine the current status of the application. The application status can be found in the **Application** information just below the **Quick Links** menu. To enter budget information the application must be in **Modification in Progress** status.



- ⇒ If the application status is **Modifications in Progress** go to [Page 11—Budget Summary](#), otherwise continue on this page.
- ⇒ If the application status is **Modification Required**, click the **Change Status** link, select **Modify Application** and then go to [Page 11—Budget Year 1: Grant Selection](#), otherwise continue on this page.



- ⇒ If the application is **not** in **Modification Required** or **Modifications in Progress** contact the School Improvement Support Unit for assistance. Contact information is located on the last page of this user guide.

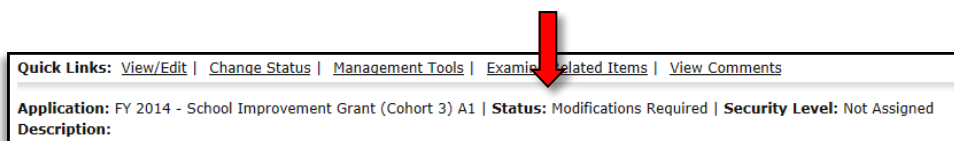
Submitting a SIG Budget

Biannual Amendments Status Requirements

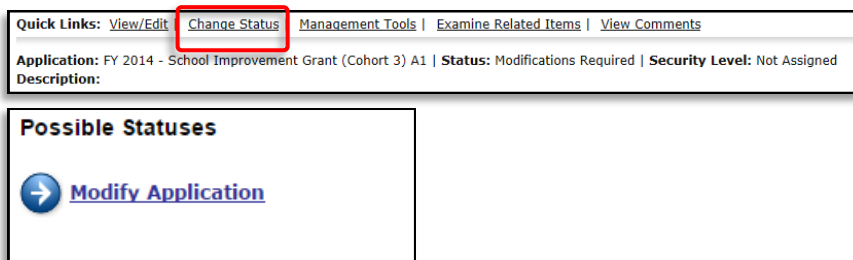
- To initiate a budget for year 1 go to [Page 4](#)—**Budget 1: Status Requirements**.
- To edit existing budget information for any year go to [Page 6](#)—**Editing an Existing Budget**.
- To initiate a budget for years 2-5 go to [Page 8](#)—**Budget Years 2-5: Status Requirements**.

Initiating Biannual Amendments

Open the SIG application and determine the current status of the application. The application status can be found in the **Application** information just below the **Quick Links** menu. To enter budget information the application must be in **Modification in Progress** status.



- ⇒ If the application status is **Modifications in Progress** go to [Page 11](#)— **Budget Year 1: Grant Selection**, otherwise continue on this page.
- ⇒ If the application status is **Modification Required** click the **Change Status** link, and then select **Modify Application** and then go to [Page 11](#)—**Budget Year 1: Grant Selection** , otherwise continue on this page.



- ⇒ If the application is not in **Modification Required** or **Modifications in Progress** contact the School Improvement Support Unit for assistance. Contact information is located on the last page of this user guide.

Submitting a SIG Budget

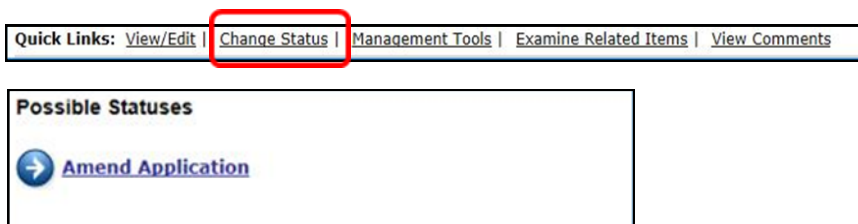
Budget Years 2-5 Status Requirements

- To initiate budget for year 1 go to **Page 4—Budget 1: Status Requirements**.
- To edit existing budget information for any year go to **Page 6—Editing an Existing Budget**.
- To initiate a biannual amendment to an existing budget go to **Page 7—Biannual Amendment: Status Requirements**.

Initiating Budget Years 2—5

Open the SIG application and determine the current status of the application. To enter budget information the application must be in **Amendment In Progress** or **Modifications In Progress** status.

- ⇒ If the application status is **Amendment In Progress** or **Modifications In Progress** go to [Page 9—Budget Year 2-5: Grant Selection](#), otherwise continue on this page.
- ⇒ If the application status is **Grant Funds Available**, click the **Change Status** link, and then select **Amend Application**.

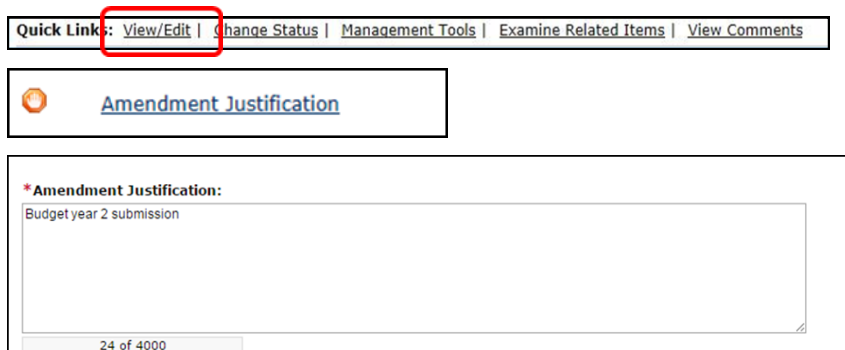


Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Possible Statuses

[Amend Application](#)

From the **View/Edit** page click the **Amendment Justification** link. Enter a brief summary of the amendment, click **SAVE** and then go to [Page 9—Budget Year 2-5: Grant Selection](#), otherwise continue on this page.



Quick Link: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

[Amendment Justification](#)

***Amendment Justification:**

Budget year 2 submission

24 of 4000

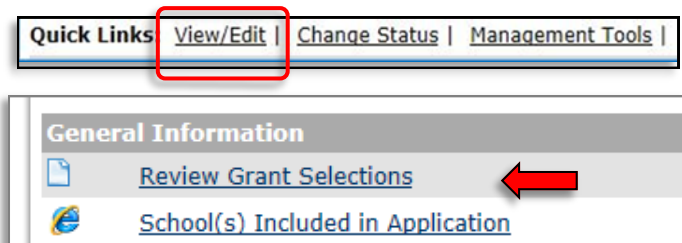
- ⇒ If the application is **not** in **Modification Required** or **Modifications in Progress** contact the School Improvement Support Unit for assistance. Contact information is located on the last page of this user guide.

Submitting a SIG Budget

Budget Years 2-5 Grant Selection

Click the **View/Edit** link, click **Review Grant Selections** to open the Grant Selection screen.

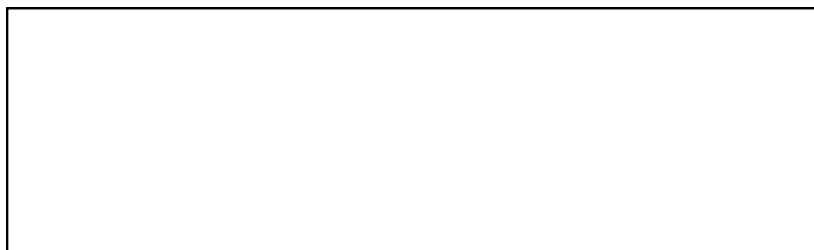
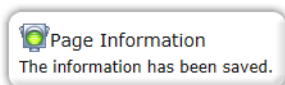
The **Grant Selection** screen is where you will indicate the grant fund year the district is currently submitting for a budget.



IMPORTANT INFORMATION: When applying for a new budget year do not change the previous budget years. If you change any information on this screen for prior years, it will result in your budget being deleted and set back to \$0.00. This means you will need to resubmit you entire budget for that year.

At the **Review Grant Selection** screen, select the **Apply Now** radial button for the current grant year you are submitting. Click **Save**.

Verify the information has been saved before leaving this screen, indicated by this icon. This may take several minutes.



Submitting a SIG Budget

School Selection

Each school building awarded the grant must be added to the application for the current year. Click **View/Edit** to return to the **Forms** screen, and then click **School(s) Included in Application**.

Status	Page Name	Comments	Created By	Last Modified By
	Cover Page		4/15/2014 9:35:04 AM	
	Assurances and Certifications		4/15/2014 9:36:23 AM	
	Important Information		4/15/2014 9:37:25 AM	
	Amendment Justification		Ms. Betty Halliburton 4/15/2014 10:19:40 AM	Ms. Betty Halliburton 4/15/2014 10:23:38 AM
General Information				
	Review Grant Selections		Ms. DENISE JAMIESON 4/15/2014 9:39:05 AM	
	School(s) Included in Application			

There are different methods to search for buildings.

1. For a specific building search, you can enter part of the school name in the **Agency Name** field or enter the building code in the **Building Code** field. Click **Search**. Check the box next to the school name. From the **Funding Source** column, select the appropriate **Grant Year** from the dropdown menu. Click **SAVE**. Repeat these steps for each school that need to be added to the application.

OR

2. To search for all buildings within your district click the **Search** button, this will bring up all school within the district. Check the box next to the desired school(s) to be added to the application. From the **Funding Source** column, select the appropriate **Grant Year** from the dropdown menu. Click **SAVE**

SCHOOL(S) INCLUDED IN APPLICATION
Add or remove consortium invitations or schools using this page.

1. Using the link under these directions, choose whether you would like to add Agencies (schools) to a consortium or to the Schools Assigned list for school level budgeting.
2. To add an agency, enter the Agency Name (partial) or Agency Code in the search window and click **Search**.
3. Locate the agency in the "Consortium Members Assigned" or "Schools" section below, select the checkbox next to it, and click **Save**.
4. To remove an agency from the consortium, locate the agency in the "Consortium Members Assigned" or "Schools" section, deselect checkbox next to it, and click **Save**.

Schools

Agency Name (partial) or Agency Code:

Building Code:

<input type="checkbox"/> Agency	Agency Code	Building Code	Funding Source
<input type="checkbox"/> Osborn Academy of Mathematics	82010	00032	School Improvement Grant Year 1 ▼
<input checked="" type="checkbox"/> Osborn College Preparatory Academy	82010	00030	School Improvement Grant Year 1 ▼
<input type="checkbox"/> Osborn Evergreen Academy of Design and Alternative Energy	82010	00035	School Improvement Grant Year 1 ▼

Submitting a SIG Budget

Budget Summary

Click **View/Edit** to return to the **Forms** screen. Located in the **Budget Pages** section of the **Forms** screen, click **School Improvement Grant Year** (current year). This opens a **Budget Summary** screen for the district and the selected school included in the application.



Budget Screen Overview

The budget summary screen displays with the function codes in the left column and the object codes and titles across the top.

The budget summary totals are automatically updated when items are added to the budget detail and building budgets.

The buildings included in the application appear at the bottom of the budget summary screen under **School Level Budgets**.

The screenshot shows the 'Budget Summary' screen. At the top, there are tabs: 'SAVE BUDGET CONTACTS / INDIRECT AMOUNTS', 'ADD BUDGET ITEM', 'PRINT VERSION', 'GLOBAL ERRORS', and 'REVIEW COMMENTS'. Below these are links: 'Budget Summary +/-', 'Budget Detail', 'Versioned Detail', and 'Capital Outlay'. A red arrow points to the 'Budget Summary +/-' link. The main table has columns: 'Function Codes', 'Function Titles', 'Salaries 1000', 'Benefits 2000', 'Purchased Services 3000, 4000', 'Supplies & Materials 5000', 'Capital Outlay 6000', 'Other Expenses 7000, 8000', and 'Total'. A red arrow points to the 'Total' column. The table lists various budget items with their respective amounts. At the bottom, there is a section titled 'School Level Budgets' with columns: 'Agency Name', 'Agency Code', 'Building Code', 'Budget', and 'Last Changed'. A red arrow points to this section. Below this is a 'CONTACT INFORMATION' section with fields for 'Business Office Representative' and 'Project Contact Person'.

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
110	Basic Programs			\$240,000	\$50,000			\$290,000
120	Added Needs							\$0
210	Support Services - Pupil							\$0
220	Support Services - Instructional Staff	\$80,000	\$25,000	\$200,000				\$305,000
230	Support Services - General Administration							\$0
240	Support Services - School Administration				\$100,000			\$100,000
250	Support Services - Business							\$0
260	Operation and Maintenance of Plant							\$0
270	Pupil Transportation Services							\$0
280	Support Services - Central							\$0
330	Community Activities							\$0
	SUBTOTAL	\$80,000	\$25,000	\$440,000	\$150,000			\$695,000
410	Payments to Other Public Schools Within the State of Michigan							\$0
440	Payments to Other Government Entities							\$0
	Indirect Costs \$ 28,000.00						\$28,000	\$28,000
	Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 4.47%)							
	TOTAL	\$80,000	\$25,000	\$440,000	\$150,000		\$28,000	\$723,000

School Level Budgets				
Agency Name	Agency Code	Building Code	Budget	Last Changed
Brown, Ronald Academy	82010	04062	\$455,000	4/15/2014 10:21:14 AM
Cody Academy of Public Leadership	82010	00026	\$240,000	4/15/2014 9:58:50 AM
Osborn College Preparatory Academy	82010	00030	\$0	11/3/2014 3:58:54 PM
TOTAL			\$695,000	

CONTACT INFORMATION
Business Office Representative:
*Name: *Phone: Ext: *Email:
Project Contact Person:
*Name: *Phone: Ext: *Email:

Submitting a SIG Budget

Building-Level Budget


At the building-level budget screen, click the **Add Budget Item** button at the top of the screen.

The screenshot shows the top of the budget application interface. At the top right, there are three buttons: 'ADD BUDGET ITEM' (highlighted with a red arrow), 'GLOBAL ERRORS', and 'REVIEW COMMENTS'. Below these are 'Quick Links' for View/Edit, Change Status, Management Tools, Examine Related Items, and View Comments. The application details show 'FY 2016 - School Improvement Grant (Cohort 4)' with a status of 'Application In Progress' and a security level of 'MEGS: Level 5 Authorized Official'. A description field is present. Below this are links for Budget Summary, Budget Detail, Versioned Detail, and Capital Outlay, along with a Download Budget Detail link. At the bottom is a table with columns for Func. Code, Description, FTE / Hours (h), Salaries 1000, Benefits 2000, Purchased Services 3000, 4000, Supplies & Materials 5000, Capital Outlay 6000, Other Expenses 7000, 8000, and Total. The Grand Total row shows a value of '/'. A dropdown arrow is visible next to the Grand Total value.

Enter the building-level budget items:

- Select the appropriate **Function Code** from the dropdown menu.
- Provide a description for the budget item.
- Enter cost information for the budget item.
- If Salaries are entered, then the FTE or Hours must be included.
- Click the **Save Budget Item** button at the top of the screen.

IMPORTANT: Verify each budget item is **SAVED** prior to adding another item or going to another task.

 Page Information
Your data has been saved.

The screenshot shows the 'ADD BUDGET ITEM' form. At the top, there are buttons for 'SAVE BUDGET ITEM' (highlighted with a red arrow), 'ADD BUDGET ITEM', 'DELETE', 'GLOBAL ERRORS', and 'REVIEW COMMENTS'. Below these are fields for Recipient Code (82010), Grant Number (151761), Project Number, CFDA Number, Starting Date (07/01/2015), Ending Date (06/30/2016), and Fiscal Year (2015). The title is 'School Improvement Grant Year 1 for Pasteur Elementary School'. Below this are links for Budget Summary, Budget Detail, Versioned Detail, and Capital Outlay. A dropdown menu for 'Select the appropriate Function Code for this budget item:' is shown with '216: Support Services - Pupil - Social Work Services' selected (highlighted with a red arrow). Below this is a text field for 'Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:' (highlighted with a red arrow). A note states: 'Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.' Below this are input fields for Salaries (1000), Benefits (2000), Purchased Services (3000, 4000), Supplies & Materials (5000), and Other Expenses (7000, 8000). At the bottom, there is a section for 'If Salaries, enter the FTE or Hours:' with input fields for FTE and Hours (highlighted with a red arrow).

Submitting a SIG Budget

Building-Level Budget

Adding Additional Budget Items

Click the **Add Budget Item** button at the top of the screen and follow the steps on this page for each budget item you are adding. Remember to save EACH item as you add them.

After you have completed entering all budget items for the school building, click the **Budget Summary** link to return to the main **Budget Page**.

- If you need to enter additional school budgets, select the school from the **School Level Budget** section located at the bottom of the screen.
- When applicable, after completing all school level budgets, enter the district-level budget by click the **Budget Detail** link.

SAVE BUDGET CONTACTS / INDIRECT AMOUNTS | ADD BUDGET ITEM | PRINT VERSION | GLOBAL ERRORS | REVIEW COMMENTS

[Budget Summary](#) | [Budget Detail](#) | [Versioned Detail](#) | [Capital Outlay](#)

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
110	Basic Programs							\$0
120	Added Needs				\$5			\$5
210	Support Services - Pupil							\$0
220	Support Services - Instructional Staff				\$5			\$5
230	Support Services - General Administration							\$0
240	Support Services - School Administration							\$0
250	Support Services - Business							\$0
260	Operation and Maintenance of Plant							\$0
270	Pupil Transportation Services							\$0
280	Support Services - Central							\$0
330	Community Activities							\$0
	SUBTOTAL			\$5	\$5			\$10
410	Payments to Other Public Schools Within the State of Michigan							\$0
440	Payments to Other Government Entities							\$0
	Indirect Costs \$ <input type="text"/>							\$0
	Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 4.60%)							
	TOTAL			\$5	\$5			\$10

School Level Budgets

Agency Name	Agency Code	Building Code	Budget	Last Changed
Verona Elementary School	13020	04294	\$10	4/8/2015 11:40:25 AM

Submitting a SIG Budget

District-Level Budget


At the **Budget Detail** screen, click the **Add Budget Item** button at the top of the screen.

Enter the district-level budget items:

- Select the appropriate **Function Code** from the dropdown menu.
- Provide a description for the budget item.
- Enter cost information for the budget item.
- If Salaries are entered, then the FTE or Hours must be included.
- Click the **Save Budget Item** button at the top of the screen.



IMPORTANT: Verify each budget item is **Saved** prior to adding another item or going to another task.

 Page Information
Your data has been saved.

SAVE BUDGET ITEM ADD BUDGET ITEM DELETE GLOBAL ERRORS

Application: FY 2013 - School Improvement Grant (Cohort 2) | Status: Application Progress | Security Level: MEGS: Level 5 Authorized Official

Description:

Recipient Code	Grant Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
84060	131765	1314	84.388A	07/01/2013	09/30/2014	2013
2009 ARRA for Education Achievement Authority of Michigan						

[Budget Summary](#) | [Budget Detail](#) | [Versioned Detail](#) | [Capital Outlay](#)

*Select the appropriate Function Code for this budget item:

*Indicate what month you expect to claim this item in CMS:

*Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, Supplies & Materials 4000)	Other Expenses (7000, 8000)
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If Salaries, enter the FTE or Hours:
FTE Hours

Adding Additional Budget Items

Click the **Add Budget Item** button at the top of the screen and follow the steps on this page for each budget item you are adding. Remember to SAVE EACH item as you add them.

After you have completed entering all budget items for the school building, click the **Budget Summary** link to return to the main **Budget Page**.

Submitting a SIG Budget

Indirect Costs & Budget Contacts

SAVE BUDGET CONTACTS / INDIRECT AMOUNTS ADD BUDGET ITEM PRINT VERSION GLOBAL ERRORS REVIEW COMMENTS

[Budget Summary](#) | [Budget Detail](#) | [Versioned Detail](#) | [Capital Outlay](#)

Budget Summary +/-

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
110	Basic Programs			\$240,000	\$50,000			\$290,000
120	Added Needs							\$0
210	Support Services - Pupil							\$0
220	Support Services - Instructional Staff	\$80,000	\$25,000	\$200,000				\$305,000
230	Support Services - General Administration							\$0
240	Support Services - School Administration				\$100,000			\$100,000
250	Support Services - Business							\$0
260	Operation and Maintenance of Plant							\$0
270	Pupil Transportation Services							\$0
280	Support Services - Central							\$0
330	Community Activities							\$0
	SUBTOTAL	\$80,000	\$25,000	\$440,000	\$150,000			\$695,000
410	Payments to Other Public Schools Within the State of Michigan							\$0
440	Payments to Other Government Entities							\$0
	Indirect Costs \$ 28,000.00						\$28,000	\$28,000
	Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 4.47%)							
	TOTAL	\$80,000	\$25,000	\$440,000	\$150,000		\$28,000	\$723,000

School Level Budgets

Agency Name	Agency Code	Building Code	Budget	Last Changed
Brown, Ronald Academy	82010	04062	\$455,000	4/15/2014 10:21:14 AM
Cody Academy of Public Leadership	82010	00026	\$240,000	4/15/2014 9:58:50 AM
Osborn College Preparatory Academy	82010	00030	\$0	11/3/2014 3:58:54 PM
TOTAL			\$695,000	

CONTACT INFORMATION

Business Office Representative:

*Name: *Phone: Ext: *Email:

Project Contact Person:

*Name: *Phone: Ext: *Email:

Indirect Cost

In the lower section of the **Budget Summary** screen, enter an amount in the **Indirect Costs** field.

- The district's indirect rate is calculated by MEGS+.
- MEGS+ will now allow an indirect rate amount in excess of that calculated percentage.
- The indirect costs must be a dollar amount only.
- Do not enter percentages (%).

Budget Contacts

Located at the bottom of the screen, complete the **Contact Information** section.

Click the **Save Budget Contacts/Indirect Amounts** button at the top of the screen.

Click **View/Edit** to return to the **Forms** screen.

Budget Pages

[Help Document-Submitting a SIG Budget](#)

[School Improvement Grant Year 1](#)

[Supporting Budget Documents Year 1](#)

[Indirect Costs](#)

From the **Budget Pages** section of the **Forms** screen, click the **Indirect Costs** link.

At the **Indirect Costs** screen, the amount you entered in the **Budget Summary** should automatically appear, if not enter it manually. The amount should be the same indirect costs amount entered on the **Budget Summary** screen.

Click the **Save** button at the top of the screen.

Click **View/Edit** to return to the **Forms** screen.

SAVE GLOBAL ERRORS REVIEW COMMENTS

Battle Creek Public Schools - 13020

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

INDIRECT COSTS

Agency Name	Allocation	Total Budget	Year 1 Indirect Rate	Year 1 Indirect Cost	Year 2 Indirect Rate	Year 2 Indirect Cost	Year 3 Indirect Rate	Year 3 Indirect Cost
Battle Creek Public Schools	\$0.00	\$10.00	4.60%	<input type="text"/>	50%	\$0	4.60%	\$0

Submitting a SIG Budget

Supporting Budget Documentation

Supporting Documentation

If your budget does not require supporting documentation, you can skip this page.

In the **Budget Information** section of the **Forms** screen, click the **Supporting Budget Documentation** link.



At the **Supporting Budget Documentation** screen follow the instructions listed to upload each building application.

In the **Title** field, enter the uploaded document(s) as **School Name-[Type of documentation]**

Supporting budget documentation may include position descriptions, contracts (or proposals in the absence of signed contracts) or additional information as requested by MDE.

Naming convention example(s):

ABC Middle School—Contract

XYZ High School—Position description

Click **SAVE** at the top of the screen.

Additional Uploads:

If additional documents are to be uploaded, click the **ADD** button at the top of the screen and repeat the steps for uploading building applications.

- After the second upload, a **Page Title** field will appear on the screen indicating the documents which have been added.

A screenshot of the "Supporting Budget Documents Year 1" upload screen. At the top, there are buttons: "SAVE", "ADD", "DELETE", "PRINT VERSION", "GLOBAL ERRORS", and "REVIEW COMMENTS". Below these, the application details are shown: "Application: FY 2016 - School Improvement Grant (Cohort 4) Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official". The "Description:" field is empty. Below that, "Created By:" and "Modified By:" are shown. A "Page Title:" dropdown menu is set to "Bldg Application - Dudley School" with a "GO" button. The main section is titled "SUPPORTING BUDGET DOCUMENTS YEAR 1" and contains "Instructions:" and a "NOTE:". At the bottom, a red box highlights the "Title:" field (containing "ABC Middle School - Job Description") and the "Document Source:" field (containing "C:\Users\barajasb1\Desktop\SIG Stuff\SIG Evaluations.xls" and a "Browse..." button).

Remember to use the same naming convention and to **Save** after each upload.

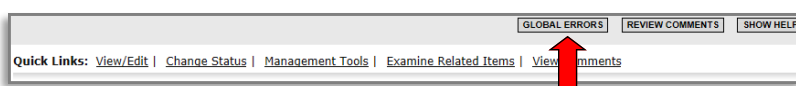
After you've completed uploading all of the necessary supporting documentation, click **View/Edit** to return to the main **Forms** screen.

Submitting a SIG Budget

Global Errors

After you have entered building-level budgets, a district-level budget, contact information, indirect costs, and supporting budget documentation, you will need to verify no errors are found. Click the **Global Errors** button at the top of the screen.

NOTE: The global errors button can be found on most screens throughout MEGS+.



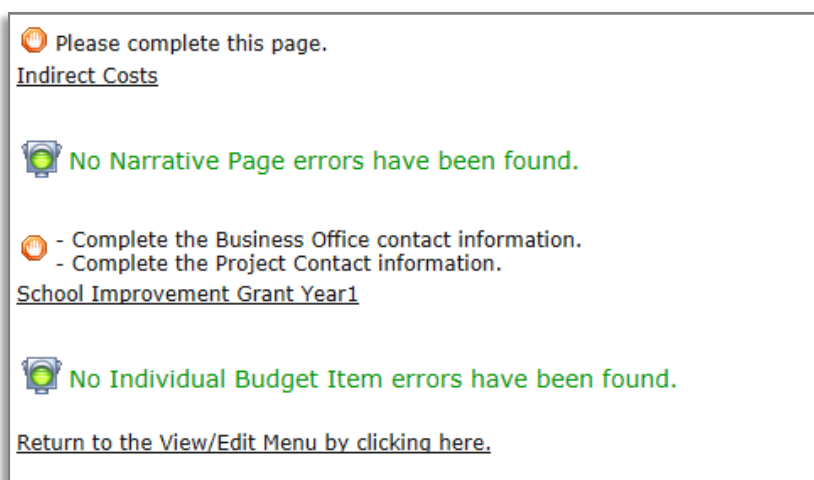
On the **Global Errors** page, links are provided to the relevant application pages that have errors.

Click on the error link to open the page and edit the page as necessary.

Once you have made the necessary edits you will need to click the **Global Errors** button again to verify no errors are found.

After you have determined that all errors have been resolved, click **Change Status** from the **Quick Links** bar.

 A budget/application cannot be submitted until all Global Errors have been resolved.



Submitting a SIG Budget

Budget Submission

All status changes are made within this section. The **Possible Statuses** screen will vary on choices to make depending on the phase of your application.

Only an **Authorized Official** may submit an application.

When you are ready to submit the application, click **Submit Modifications**.

- If an application has errors, you will be returned to the Global Errors page.

Possible Statuses



[Submit Modification](#)



Errors

- If you receive an error, you will see an octagon with the hand in it. This indicates to stop and correct errors within the application.
- Select the provided link and make the requested changes by following the directions listed on that page.
- Once changes have been made, attempt to submit the application again.



- Please specify one Main Contact.
[Add/Edit People](#)



- Please review Cover Page.
[Cover Page](#)



No Errors

- If the application had no errors or missing information, you will be directed to the **Agreement** screen.

The **Agreement** screen will present conditions to which you must agree upon when submitting the application:

- After reading the conditions, you may enter notes in the field provided.
- Click the **I Agree** button to continue.
- MEGS+ will notify the Level 5 users and the application designated main contact by email that the application has been received.

Agreement

Please make a selection below to continue.

Assurances are available from the View/Edit Forms menu when applicable.

Are you sure you want to submit this application?

If you would like to include notes about this status change, please supply them below.



0 of 2000

I AGREE

I DO NOT AGREE

You will receive an email notification that your application has been submitted.

Program Name	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Webberville Community Schools	MEGS: Level 5 Authorized Official	Application Submitted	7/15/2011 11:59:59 PM

MICHIGAN DEPARTMENT OF EDUCATION

School Improvement Grant (SIG)

Office of Education Improvement and Innovation
(517) 373-4872 or email MDE-SIG@michigan.gov

Michigan Electronic Grants System *Plus* (MEGS+)

Office of Grand Coordination and School Support Office
(517) 373-1806 or email MEGS@Michigan.gov

Michigan Education Information System (MEIS)

Education Entity Master (EEM)

Center for Educational Performance and Information
517-335-0505 x3 or email cepi@michigan.gov